

Date: April 27, 2005

To: Communities Interested in Hosting the 22nd Annual
Downtown Revitalization Training Institute

From: Susan Kempf, Washington State Downtown Revitalization Program

Subject: Request for Proposals to Host Year **2008** Downtown Institute
Due date: January 13, 2006

LOOKING FOR HOST COMMUNITIES!

The State Downtown Revitalization Program is looking for a site to host the 2008 Downtown Revitalization Training Institute. This is Washington's only annual conference for professionals and volunteers involved in downtown revitalization and provides a great opportunity for the host community to showcase their downtown area. We are especially interested in communities that are able to think creatively about utilizing multiple venues in their central business district for the conference.

ABOUT THE DOWNTOWN REVITALIZATION TRAINING INSTITUTE

The Downtown Institute features lectures, workshops, breakout sessions, discussion groups, walking tours, and panel presentations. It offers participants a range of technical training and opportunities to share information about downtown and neighborhood commercial district revitalization techniques. All presentation leaders are specialists and/or volunteers actively involved in city center development and historic preservation.

DATES

Typically a Wednesday, Thursday, and Friday during the first or second week of May.

CONFERENCE NEEDS

- General assembly space for 200-250 people in downtown to stage the Opening Session.
- 3-4 breakout spaces that can accommodate 80-100 people each (prefer classroom set-up with rectangular tables). Note: breakout rooms need not be in the same building as the general assembly room; however, they should be in adjacent buildings or within a maximum of 3 short blocks from each other.

- Coffee break/refreshment service for morning, mid-morning, and afternoon breaks. This typically includes continental breakfast or rolls, cookies, brownies, etc.
- Location for social hour. Logistics include location, size, no host bar set-up, and display area including 8-10 skirted display tables.
- Lodging accommodations within the community with a block of 100 rooms reserved. Negotiate special conference rates (\$55-80 range). Prefer accommodations within walking distance of the meeting site.
- Parking for participants must be readily available.
- Facilities capable of serving dinner to the entire group at the same time. Our intent is to keep costs under \$25.00, including tip and tax.
- Centralized registration area.
- Audio/visual capabilities in general assembly area and in breakout rooms.
- All facilities must be ADA accessible.

TO BE SPONSORED BY THE HOST COMMUNITY

- All rental fees and associated costs for use of space for the conference site(s).
- Food and beverages for breaks.
- Reception on first evening of conference.
- Banquet table centerpieces.
- "Goodie Bags".
- Audio/visual equipment for all rooms (general assembly and breakouts).
- Volunteers to assist with registration and on-site logistics.
- Willingness to find knowledgeable guides for up to 5 focused walking tours as requested by the state program.

SELECTION CRITERIA

- The ability to accommodate conference participants both in adequate meeting facilities and nearby hotel accommodations.
- The organization's ability, commitment, and enthusiasm for partnering with the Downtown Revitalization Program to host the event during the specified timeframe.
- Membership in the Tier System (no cost). For a complete list of Tier system members, please visit our website at: www.downtown.wa.gov
- Location. We would like to hold the conference in a variety of communities throughout the state, both eastern and western Washington.
- Preference will be given to communities with active downtown revitalization programs working comprehensively in the areas of organization, promotion, design and economic development (i.e., using the Main Street Approach).

TO SUBMIT A PROPOSAL

Include the following:

1. A strong and enthusiastic statement of interest from the president or chairman of your organization and city government for hosting the 2008 Downtown Institute. This should include:
 - an outline of reasons why you believe your community is the best location for the conference
 - why your organization will be a good co-host
 - intent and willingness to form a small volunteer committee to assist the Downtown Revitalization Program's conference coordinator with whatever needs there may be on-site before and during the event
 - highlights of your organization's past downtown development efforts
 - your organization's commitment to cover the required local expenses
2. Floor plans of the proposed conference site(s) and breakout rooms. Include a map detailing the location(s) of the conference site(s) in relation to each other and the downtown area.
3. Number of motel rooms in your community, conference rates, and proximity to the conference site(s).
4. Location, logistics, and approximate costs per person for dinner for 200-250 people.

5. Suggestions for conference-related walking tours. Include a brief paragraph about each.
6. Information about any other major events happening in the community that may affect your ability to host the Downtown Institute near or during the timeframe specified, or that may have an impact on the event.
7. Please include anything else you think may be relevant to our decision.

Submit your proposal in writing by January 13, 2006 to:

Downtown Revitalization Program
Dept. of Community, Trade and Economic Development
PO Box 42525
Olympia WA 98504-2525

Feel free to call Susan Kempf at 360-725-4056 if your community has an interest in hosting the conference, but have difficulty in figuring out certain elements included in this RFP, or if you have questions about any of the requirements.